

## **New Business License Checklist**

If you are a new business within the City of Dunwoody you are required to have a current business license in order to conduct business within city limits. Please review the Business License General Information and Frequently Asked Questions to determine if additional documentation is required for your business. To acquire a business license please follow the instructions below.

The items listed below are needed for a complete business license application:

### **Required for all applicants:**

- ✓ New Business License Application (must be completed in its entirety, signed, and notarized)
- ✓ SAVE Affidavit Form
- ✓ Copy of applicant's driver's license
- ✓ Payment for the correct fee amount (Checks payable to City of Dunwoody)

### **Optional depending on business type:**

- ✓ Home Occupational Supplemental Form (only needed if business will be operated from home)
- ✓ Copy of the first page of the Certificate of Incorporation (only needed if business is a Corporation or LLC)
- ✓ Copy of Professional State License (if applicable: attorney's, physicians, CPA's, engineers, architects, surveyors, cosmetology, etc.)
- ✓ Copy of health inspection report with the grade and/or fire inspection report (restaurants only)

### Other Regulated Businesses need the following documentation:

If you wish to operate any of the following types of businesses, additional documentation may be required. All business types listed will require additional review, approval or a permit. Businesses are subject to review and approval by any or all of the following: Business Licensing, City Council, Fire Department, Police Department, Planning and Zoning. Certain business will also be required to submit to Law Department review.

Automobile Sales (1)	Bakery (2)
Amusement Games Arcade	Barber Shop (1)
Braiding Salon (1)	Burglar Alarm (1&3)
Butcher (2)	Catering (4)
Child Care (5)	Chiropractors (1)
Circus/Carnival (13)	Dances/Dance Hall
Firearms Dealer/Sales (3&6)	Doctor/Dentist (1)
Fortune Teller (3)	Heating & Air-Condition (1)
Hotel/Motel Business	Ice Cream Shops (4)
Limousines (9&10)	Massage Estab./Parlor (1&3)
Massage Therapist (1&3)	Non-Profit Business (11)
Pawn Broker/Shop (3)	Peddler/Door to Door Sales/Solicitor
Personal Care Home (4&5)	Pest Control (1)
Physical Therapy (1)	Plumbing Business (1)
Pools & Billiards Room	Precious Metals and Gems (3)
Private Patrol/Security Guards (1&3)	Produce Stand (2)
Real Estate Agents (1)	Restaurants/Night Club (4)
Seafood: Retail/Wholesale (2)	Specialized Contractors (1)
Taxi/Vehicle for Hire (3&10)	Welding Shop

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|----------------------------------|--------------------------------|--------------------------|
| 1. State License                 | 5. DHR State License           | 10. Proof of Insurance   |
| 2. Agriculture Department Letter | 6. Federal Firearms License    | 11. IRS 501C3 Letter     |
| 3. Police Background Clearance   | 7. Tourist Permit              | 12. BOC Permit           |
| 4. Fire and/or Health Inspection | 8. PSC Registration            | 13. Special Event Permit |
|                                  | 9. Regulatory Enforcement App. |                          |